

**MASSACHUSETTS DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

**FISCAL YEAR 2006  
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM  
COST/ CONSUMPTION AND HOUSHOLD DATA COLLECTION AND  
REPORTING INSTRUCTIONS**

## Vendor Data Collection and Reporting

All vendors should receive a standard letter on your agency's letterhead and a copy of the attached Vendor Data Collection Form. However, feel free to highlight or address any outstanding consumption reporting issues with your specific vendor(s).

Vendors may send a computer-generated list of LIHEAP customers in lieu of a completed vendor data collection form. However, the list must have all the required information as shown on the Vendor Data Collection Format. The reporting period for FY 2006 Cost/Consumption data is **April 1, 2005 through March 31, 2006**.

The language on the data collection form and vendor letter has been worded such that vendors will understand the need to inform LIHEAP sub-grantees when the client has only been a customer of record for the LIHEAP benefit amount. This will ensure collection of information necessary to determine whether the client purchased fuel from another vendor. For clients who purchased fuel from another vendor, the total fuel cost for those customer, should be listed with a zero (0.00).

## Role of LIHEAP sub-grantees

Sub-grantees will review the incoming data from deliverable fuel vendors in order to determine whether the client was a customer of that vendor for the entire 12-month reporting period. In certain circumstances, it is possible for a fuel vendor to have a customer for less than the 12 month reporting period. The data collection form should identify households which switch from vendor to vendor after exhausting their benefit. Every effort should be made to collect the non-LIHEAP vendor information.

Sub-grantees must review the information submitted by vendors carefully before entering into the database. Once the information has been screened, it should be entered into the agency's database upon receipt. Hard and electronic copies of the records must be maintained.

The authority for LIHEAP sub-grantees to collect this information is included in all vendor agreements and should be enforced to the fullest. Any vendor choosing not to provide the information should be referred to DHCD for further action.

Vendors must be advised that the information is needed on time to meet DHCD's reporting deadline.

**Vendor reporting deadline: Friday, June 16, 2006.**

*(LIHEAP sub-grantees must receive the data from vendors by this date)*

**LIHEAP sub-grantee reporting deadline: Friday, August 18, 2006.**

*(The cost/consumption and household data must be submitted online to DHCD by this date. You may need to resubmit the data with updated information).*

## **Fiscal Year 2006 LIHEAP Data Definition and Standards**

### **Vendor Reporting**

- (1) Vendor Name – self explanatory
- (2) Completed by – name of the vendor staff completing the form
- (3) Vendor Contact Person's Name, phone, and e-mail address (if available) – self-explanatory
- (4) Vendor Address: self-explanatory
- (5) Fuel Application Number – self-explanatory
- (6) Vendor Account Number – self-explanatory
- (7) Total Billed Energy Cost and Gallons (if applicable) - Only the value of the product/commodity is to be counted in the total energy costs billed. For example:
  - Cost of natural gas and electricity at discounted value showing Thermal or Kilowatt Hours (kWh).
  - Cost and number of gallons of oil at MOR price or discounted price
  - Cost of and number gallons of kerosene
  - Cost and number of gallons of propane
  - Cost of cords of firewood
  - Cost of tons/pounds of coal

The total annual costs should not include costs for service, service contracts, interest charges, repairs or special delivery fees. Sub-grantees must ensure that these costs are not included in the tabulation of costs for households. Where at all possible, the sub-grantees should require printouts of individual client account records to remove any doubt as to the costs included in the consumption amount.

### **LIHEAP Cost/Consumption and Household Data**

The standard cost/consumption and household data from all LIHEAP sub-grantees to DHCD must include the required elements as shown on the following pages. All data fields are self-explanatory and can be easily derived from the 2006 LIHEAP information. However, if you have questions, feel free to contact DHCD.

FISCAL YEAR 2006 LIHEAP DATA COLLECTION AND REPORTING INSTRUCTIONS

ITEM	Type	Response	Size
1. AGENCY NAME	Text		15
2. APPLICATION NUMBER	Text		12
3. APPLICATION STATUS (S = Served – E = Eligible)	Text	(S/E)	2
4. NEW (N) OR RECERTIFIED (R) APPLICATION	Text	(N/R)	1
5. NUMBER OF YEARS IN FUEL ASSISTANCE	Number		2
6. LAST NAME	Text		15
7. LAST NAME SUFFIX (JR, SR) if any	Text		15
8. FIRST NAME	Text		15
9. MIDDLE INITIAL	Text		2
10. SOCIAL SECURITY NUMBER	Number		9
(DO NOT TRUNCATE LEAD ZEROS ON SOCIAL SECURITY NUMBERS OR DATES. YOU MUST REMOVE ALL NON NUMERIC CHARACTERS FROM SOCIAL SECURITY NUMBERS)			
11. AGE FOR HEAD OF HH	Number		3
12. GENDER OF HEAD OF HEAD OF HOUSEHOLD	Text	(M/F)	1
13. DISABLED	Text	(Y/N)	1
14. ELDERLY	Text	(Y/N)	1
15. CHILD 2 YRS AND UNDER	Text	(Y/N)	1
16. CHILD 3-5	Text	(Y/N)	1
17. CHILD 5 YRS AND UNDER	Text	(Y/N)	1
18. STREET NUMBER	Text		10
19. STREET NAME	Text		25
20. UNIT NUMBER	Text		5
21. CITY/TOWN	Text		25
22. ZIP CODE (standard ZIP codes only)	Number		5
23. WAGES	Text	(Y/N)	1
24. SELF-EMPLOYMENT	Text	(Y/N)	1
25. SOCIAL SECURITY	Text	(Y/N)	1
26. SUPPLEMENTAL SECURITY INCOME (SSI)	Text	(Y/N)	1
27. TANF	Text	(Y/N)	1
28. UNEMPLOYMENT BENEFIT	Text	(Y/N)	1
29. VETERANS BENEFITS	Text	(Y/N)	1
30. RETIREMENT/PENSION INCOME	Text	(Y/N)	1
31. WORKER'S COMPENSATION	Text	(Y/N)	1
32. INTEREST INCOME/DIVIDENDS	Text	(Y/N)	1
33. RENTAL INCOME	Text	(Y/N)	1
34. ALIMONY/CHILD SUPPORT	Text	(Y/N)	1
35. ODD JOBS	Text	(Y/N)	1
36. OTHER SOURCES OF INCOME	Text	(Y/N)	1
37. NO INCOME HOUSEHOLD	Text	(Y/N)	1

# FISCAL YEAR 2006 LIHEAP DATA COLLECTION AND REPORTING INSTRUCTIONS

38. ETHNICITY	Text (see codes below)	2
	<div>01 Hispanic</div> <div>02 Non Hispanic</div>	
39. RACE	Text (see codes below)	2
	<div>01 American Indian/Alaskan Native</div> <div>02 Asian</div> <div>03 Black or African American</div> <div>04 Hawaiian or Pacific Islander</div> <div>05 White</div> <div>06 Other</div> <div>07 Multi-race</div>	
40. HEALTH INSURANCE	Text (Y/N)	1
41. FAMILY TYPE	Number (see codes below)	1
	<div>01 Single Parent/Female</div> <div>02 Single Parent/Male</div> <div>03 Two Parent Household</div> <div>04 Single Person</div> <div>05 Two Adults (no children)</div> <div>06 Other (for choices that are not listed above)</div>	
42. FOOD STAMP RECIPIENT	Text (Y/N)	1
43. VIETNAM VETERAN	Text (Y/N)	1
44. NUMBER IN HOUSEHOLD	Text	2
45. TOTAL HOUSEHOLD INCOME	Number (2 decimals)	8
46. TYPE OF HOUSING	Number (see codes below)	2
	<div>01 Single Family</div> <div>02 Two Family</div> <div>03 Multi Family</div> <div>04 Mobile Home</div> <div>05 Condo</div>	
47. NUMBER OF UNITS IN BUILDING	Number	4
48. MONTHLY HOUSING COST	Number (2 decimals)	8
49. OWN or RENT	Text (O/R)	1
50. OWN REAL ESTATE OTHER THAN PRIMARY RESIDENCE	Text (Y/N)	1
51. HEAT IN RENT	Text (Y/N)	1
52. SUBSIDIZED HOUSING	Text (Y/N)	1
53. SUBSIDY TYPE (IF SUBSIDIZED)	Number (see codes below)	
	<div>01 HCVP (Section 8)</div> <div>02 MRVP</div> <div>03 AHVP</div> <div>04 Other</div> <div>05 Not Known</div>	

# FISCAL YEAR 2006 LIHEAP DATA COLLECTION AND REPORTING INSTRUCTIONS

54. SEPARATE ECONOMIC UNIT	Text (Y/N)	1
55. DIRECT PAY CLIENT	Text (Y/N)	1
56. TYPE OF HEATING	Number (see codes below)	2

01 Oil
02 Natural Gas
03 Coal
04 Kerosene
06 Propane
07 Electric
08 Heat in Rent or Condo Fee
09 Other

57. DISCOUNT UTILITY NAME - 1	Text	25
58. DISCOUNT UTILITY NAME - 2	Text	25
59. DISCOUNT UTILITY NAME - 3	Text	25
60. PRIMARY HEATING VENDOR NAME	Text	25
61. HEATING SYSTEM NEEDS REPAIR	Text (Y/N)	1
62. HOUSE NEEDS WEATHERIZATION	Text (Y/N)	1
63. WAP PRIORITY SCORE	Number	3
64. RECEIVED CONSUMPTION BENEFIT	Text (Y/N)	1
65. CONSUMPTION BENEFIT AMOUNT	Number (2 decimals)	8
66. CONSUMPTION DATA PROVIDED BY VENDOR	Text (Y/N)	1
67. COST OF HEATING	Number (2 decimals)	8
68. UNITS OF ENERGY	Number (no decimal)	6
69. TOTAL BENEFIT AMOUNT PAID	Number (2 decimals)	6
70. RECEIVED EMERGENCY BENEFIT	Text (Y/N)	1
71. BENEFIT CODE	Text (see codes below)	1

Code	Benefit Levels/Type
A =	0 - 100% Poverty (Non-Subsidized)
B =	101 - 125% Poverty (Non-Subsidized)
C =	126 - 150% Poverty (Non-Subsidized)
D =	151 - 175% Poverty (Non-Subsidized)
I =	176 - 200% Poverty (Non-Subsidized)
E =	0 - 100% Poverty (Subsidized)
F =	101 - 125% Poverty (Subsidized)
G =	126 - 150% Poverty (Subsidized)
H =	151 - 175% Poverty (Subsidized)
J =	176 - 200% Poverty (Subsidized)